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28 June 1974

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Weekly Report of Significant Activities
REFERENCE : DD/M&S Administrative Instruction No. 73-4,
dated 11 April 1973

As requested, following is a report of significant activities for this office for the preceding week.

1. Deputy Chief, Psychiatric Staff and an Office of Personnel official on 21 June conducted the morning session of the June running of the Personnel Careerist Skills Development Sessions. This was entitled "The Troubled Employee -- Alcohol Abuse", and its purpose was to provide these officers with current views on alcoholism and apprise them of the assistance available from the Agency.

2. The OMS Medical Systems Development Officer is this week attending the annual convention of the American Medical Association in Chicago.

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3. [REDACTED] of the Psychological Services Staff on 24 June gave a detailed presentation to officials of the Information Services Group of the DDO of the results of the attitude survey conducted in that group. The briefings stimulated discussion of options open to ISG for changes in problem areas identified by the survey.

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4. [REDACTED] EUR/RMO, visited [REDACTED] 24-26 June on regional survey.

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5. Two outstanding and highly respected OMS employees retire today, [REDACTED] our Chief Nurse, and [REDACTED] the Administrative Officer of the Field Support Staff. Both are being recommended for honor awards.

SUBJECT TO GENERAL DECLASSIFICATION SCHEDULE
OF E. O. 11652, AUTOMATICALLY DOWNGRADED AT
TWO YEAR INTERVALS AND DECLASSIFIED ON

CL BY: 011950

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31 December 1980

(Insert date or event)

SUBJECT: Weekly Report of Significant Activities

SIGNED
[REDACTED]

25X1A

for JOHN R. TIETJEN, M. D.
Director of Medical Services

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OMS/ExO [REDACTED]:clp

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